

**Indian Health Service
2005 National Director's Award Ceremony**

Friday, April 21, 2006

**Bethesda North Marriott Hotel & Conference Center
Ballroom Salons A, B, C, and D**

Registration begins at 8:30 am – event conclusion at 5:00 pm

AWARDEE EVENT AGENDA

- 8:30 am Registration Opens**
- Registration tables will be set up directly outside Salon C.
 - Beverages will be available in the registration area.
- 9:45 am Opening Remarks by the IHS Director, Dr. Grim**
- Located inside the Ballroom - Salons A, B, C, and D.
- 10:00 am Photos with Dr. Grim and Area Directors**
- Please remain in the Ballroom for photos with Dr. Grim and your respective Area Director. Photos will be taken in the following order:
 - Aberdeen Area
 - Alaska Area
 - Albuquerque Area
 - Bemidji Area
 - Billings Area
 - California Area
 - Nashville Area
 - Navajo Area
 - Oklahoma City Area
 - Phoenix Area
 - Portland Area
 - Tucson Area
 - Headquarters
 - Light refreshments will be served in the hallway outside the Ballroom during this time (this will include: deli platters, veggies, assorted breads and cheeses, and beverages). A formal lunch will not be served.
 - Photos should conclude by 11:00 or 11:30 am.

12:30 pm Awardees Enter Ballroom

- Awardees should begin to locate their seats in the Ballroom in preparation for the Ceremony.
- Individuals and group representatives who will be accepting awards on stage will find their names attached to chairs in front of the left side of the stage.
- All group members who will not accept the award on stage should find a seat in the marked section in front of the right side of the stage.

1:00 pm Ceremony Begins

- Awards event

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- All awardees should wear business attire.
 - All Commissioned Corps personnel are to be in full uniform (dress blues).
 - Event staff will direct you when it is time to accept your award.
 - Awards will be announced by the MC and presented by Dr. Grim.
 - Please shake the right hand of your Area Director first, and then shake the right hand of Dr. Grim as you accept the award with your left hand.
 - If you are part of a group, but not accepting the award on the stage, please stand in the audience as your group name is announced.

Event staff will be available throughout the day to assist if you have any questions or concerns.

For questions, please contact the IHS National Director's Awards Committee at IHSNationalDirector'sAwardsCommittee@ihs.gov